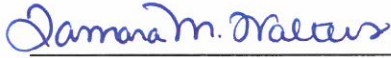




MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: February 1, 2023

SUBJECT: Abolish/Create Position – Division of Community & Resident Services

Request:

The attached action is requesting authorization to abolish one (1) vacant unclassified civil service position of Eligibility Counselor (Grade 514N) and create one (1) classified civil service position of Eligibility Counselor (Grade 514N) in the Division of Community & Resident Services, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using a Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is described in this action.

What is the cost in this budget year and future budget year?

There is no cost associated with this action.

File Number: [0155-23](#)

Director/Commissioner: Tamara Walters/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle at (859) 258-3957.

